PRE-RECORDED AUDIO GUIDELINES

PreACT®

Accessing Pre-Recorded Audio Online

ACT has transitioned from delivering pre-recorded audio on a USB drive to delivering pre-recorded audio via the internet. Follow these instructions to access audio files via the internet through a secure web address (URL).

If pre-recorded audio is ordered for an examinee, ACT sends an order confirmation email to the person who placed the order. The order confirmation email contains login credentials and instructions on how to access the pre-recorded audio via the internet.

All other instructions found in this guide apply.

What is Pre-Recorded Audio?

Pre-recorded audio is a version of the tests based on the reader's script. It includes audio of the written directions, test questions, and response choices. The static text identifies the test form and subject area test. Pre-recorded audio does not include the verbal instructions from the administration manual.

Audio Playback Device Requirements

- Use a desktop computer, laptop, or Chromebook.
- Each examinee must have their own set of headphones that are compatible with the device. If headphones are not available, examinees must test individually.
- Each examinee must be able to control the playback of their audio content.
- Ensure that a compatible internet browser is installed on the device. ACT recommends Chrome, Microsoft Edge, Firefox, or Safari.

How Online Delivery of Pre-Recorded Audio Works

- Each section is divided into tracks, or chapters, so examinees can repeat a question or set of response choices without listening to more text than necessary.
- Most passages are broken into tracks by paragraph.
- Information that applies to ALL tests is found at the beginning of the first test. Specific directions for each test are on the first track of that test.
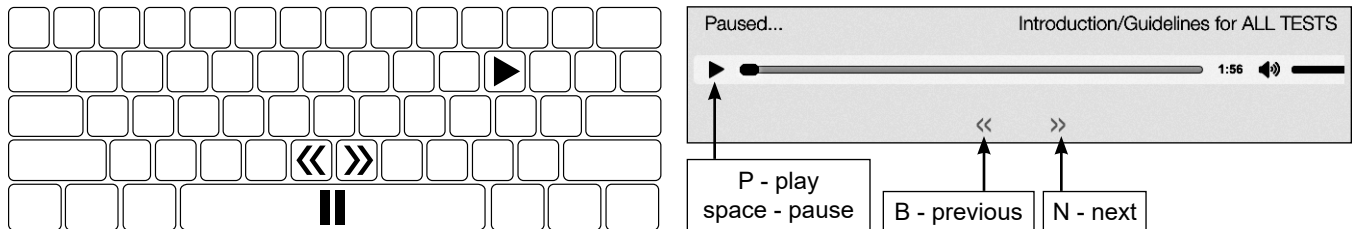
- The program automatically moves from one track to the next. Examinees may select the double arrow buttons (or "b" and "n" keys on the keyboard) to navigate to the previous (<<) or next (>>) track. Examinees may pause the audio by selecting the play/pause button or by selecting the space bar. Examinees may play the audio by selecting the play/pause icon or by selecting the "p" key. Examinees may move ahead or back in the audio by selecting an dragging the playhead across the audio segment (seek bar).
- Test directions examinees hear are specific to the oral presentation mode and will not match the test directions in the printed test booklet.
- When the final track for a section is finished, or the examinee runs out of time, instruct the examinee to select Home and proceed to the next section when directed.

Important: Remember that when the test is being administered to a group, all examinees must begin each section at the same time.

Before Test Day

- Read these guidelines and ensure your technical support staff read these guidelines.
- Work with your technical support staff to ensure the pre-recorded audio will play correctly on each playback device and browser you plan to use for test administration. Use the practice tests to verify. Examinees must not be present during this activity.
  - Practice test URL: https://audio.act.org/apracnw/index.html
  - Practice test user: **Practice**
  - Practice test password: **Practice1**
- If you have a problem your technical support staff cannot resolve, call ACT (see "Contact Information" in these guidelines). If you do not verify at least 72 hours in advance of the test in the ACT-designated platform that the practice test will play before test day, ACT staff will have limited ability to assist you on test day.
- Confirm with your technical support staff that you will use the same equipment and that no settings will be changed prior to test day.
- Make sure the test room(s) and all playback devices are set up properly.
- Whitelist or exemptlist the domain act.org to prevent issues in accessing test content.

On Test Day—PreACT

IMPORTANT: These tasks must be completed by testing staff before the student accesses the computer.The url, username, and password must not be provided to the examinee.

1. On each examinee's device, enter the url that is appropriate for their test window.
2. A login screen displaying a form number appears. Verify the form number is the same form number printedon the test booklet.
3. URL login credentials will be provided in the URL access email.
4. A new screen displaying each test section as links will appear. Select the appropriate test section whenready to begin. Content may require 30 seconds or longer to load.

During the Test Administration

- Examinees must not access internet webpages, or any application, other than the URL provided for audio files.
- Examinees must not copy or paste the audio files URL or any test content to another webpage or application.

Note: If this behavior occurs, dismiss the examinee for prohibited behavior, prepare an Irregularity Report, and follow the instructions in the administration manual.

After the Test Administration

1. When examinees are done testing, or when time has expired, instruct examinees to exit the browser by clicking the **X** in the top right corner of the browser window.
2. Clear the internet browser cache on all computers used for testing. Consult with your technical coordinator to ensure that the URL has been removed from the browser cache of each computer.

Technical Problems on Test Day

If there are technical problems on test day, stop testing and contact your technical support staff immediately. When calling ACT, be at the device that is not working, so you can describe any error messages you receive during setup or when you attempt to play audio.

If ACT is unable to resolve your technical problem, you will have the following options:

- Switch to online testing and utilize Text to Speech (TTS).
- Switch to a human reader. (This option requires the school to have a reader's script available and also requires a completed Irregularity Report.)
- Have the examinee(s) read the tests. (If allowed per the plan(s) and consent of the examinee(s)).
- Reschedule testing for all affected examinees if you're not able to switch to a different testing method.

If technical problems interrupt, delay, or prevent testing, prepare an Irregularity Report and follow the instructions in the administration manual.

PreACT Contact Information

ACT office hours are 8:30 a.m.–5:00 p.m., Central Time, Monday through Friday.

Contact PreACT Customer Support at **877.789.2925** if you have questions.